FOUR-TOUCH

Easy Board

User Manual v5.0

Four-Touch Easy Board

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Note

For your own safety, please read this User Manual carefully before use. Follow all the installation instructions carefully and keep this User Manual properly for future reference.

Safety Information

Meaning of Signal Words	
⚠ WARNING	Indicates a potential hazard that could result in serious injury or death and/or property damage.
⚠ CAUTION	Indicates hazards that could result in minor or moderate injury and/or property damage.

1. Safety Information (Continue….)

⚠ WARNING

- Follow all the installation instructions carefully.
- This product is designed and intended for indoor use only.
- Do not expose this product to water or moisture in order to avoid fire and electric shock. Do not operate this product in a damp environment.
- Always place this product on stable and level surface.
- Use only the designated wall mount or mobile stand hardware.
- Always use this product at the indicated supply voltage only. Failure to do so may result in fire, electric shock, or product damage.
- Use only the included power cord, power plug or power adaptor. Use of other types of power cord, power plug, or adaptor may result in fire or electric shock.
- Always insert the power plug or power adaptor fully into the power outlet. Otherwise, it may result in overheat, electric shock or fire.

1. Safety Information (Continue….)

⚠ WARNING

- If the power plug does not fit into the power outlet, contact a licensed electrician to replace the obsolete outlet.
- When unplugging the power plug or power adaptor, hold it by the plug. Do not pull on the power cord as it may damage to the power cord and may cause fire or electric shock.
- Do not bend or twist, or place any heavy object on the power cord.
- Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the apparatus.
- Do not open or alter the casing of this product. Electric shock or injury may result.
- Do not attempt to repair, modify, or disassemble this product. If any part of this product is damaged or frayed, contact an authorized service representative.
- Never handle this product with wet hands as it may result in electric shock.
- If the product emits smoke, excessive heat, abnormal smell or unusual noise, turn off the product and unplug the power plug immediately. Contact an authorized service representative.
- Do not insert any metallic objects into this product or into a contact.
- Unplug the power plug or power adaptor before cleaning. Always use a dry, soft cloth for cleaning.
- Carefully locate any parts and/or accessories of this product to avoid potential tripping hazards.
- Do not operate this product at high temperature and/or high humidity environment. Application ambient conditions: Temperature: 10℃ to 40℃; Humidity: 10% to 80%; Non-condensing.

1. Safety Information (Continue….)

⚠ CAUTION

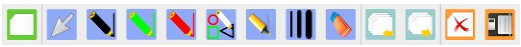
- This product must be disposed in accordance with the relevant federal, state, and local laws and regulations.
- Never allow children to operate this product without proper adult supervision.
- Do not install this product except by qualified service personnel.
- Do not place this product near any heat sources above 100℃.
- Do not expose this product to excessive dust or vibrations, or high humidity, extreme cold or heat (such as in direct sunlight, near a heater, or near an air-conditioning vent).
- Do not install this product where it would be exposed to direct sunlight or strong lighting.
- Do not place a heavy object on this product to avoid product damage.
- Do not pour or spray any liquid onto this product or its components. Accidental spillage of liquid into this product may cause serious damage. If this occurs, immediately turn off this product and unplug the power plug from the power outlet. Contact an authorized service representative for service.
- Unplug this product when unused for a long period of time. Take out all the batteries from any components of this product to avoid leaking. Do not use leaked batteries.
- Unplug the power cord before moving this product.
- Always lock the casters when using a mobile stand. Do not unlock the casters unless moving this product.
- If this product falls down, immediately turn off the product and unplug the power cord. Otherwise, it may cause fire or electric shock.
- Keep the writing surface clean. Do not use an overly dirty eraser.
- Turn off the product before cleaning.
- Use commercially available whitEasy Board cleaner for hard-to-erase stains.
- Use only the designated markers and erasers. Use of accessories other than those authorized (such as oil-based markers) may damage the screen or result in hard-to-erase markings.
- For the use of wireless USB receiver, connect only to a computer that is compliant with the indicated USB interface.

1) Included Parts and Optional Accessories

1.1) Package Checklist

Four-Touch Easy Board		
Item	**Description**	**Quantity**
1	**Easy Board**	1
2	**USB Cable** (6 meters)	1
3	**Pen Tray**	1
4	**Plastic Stylus**	1
5	**Wall Mount Kit**	1
6	**Installation CD-ROM**	1

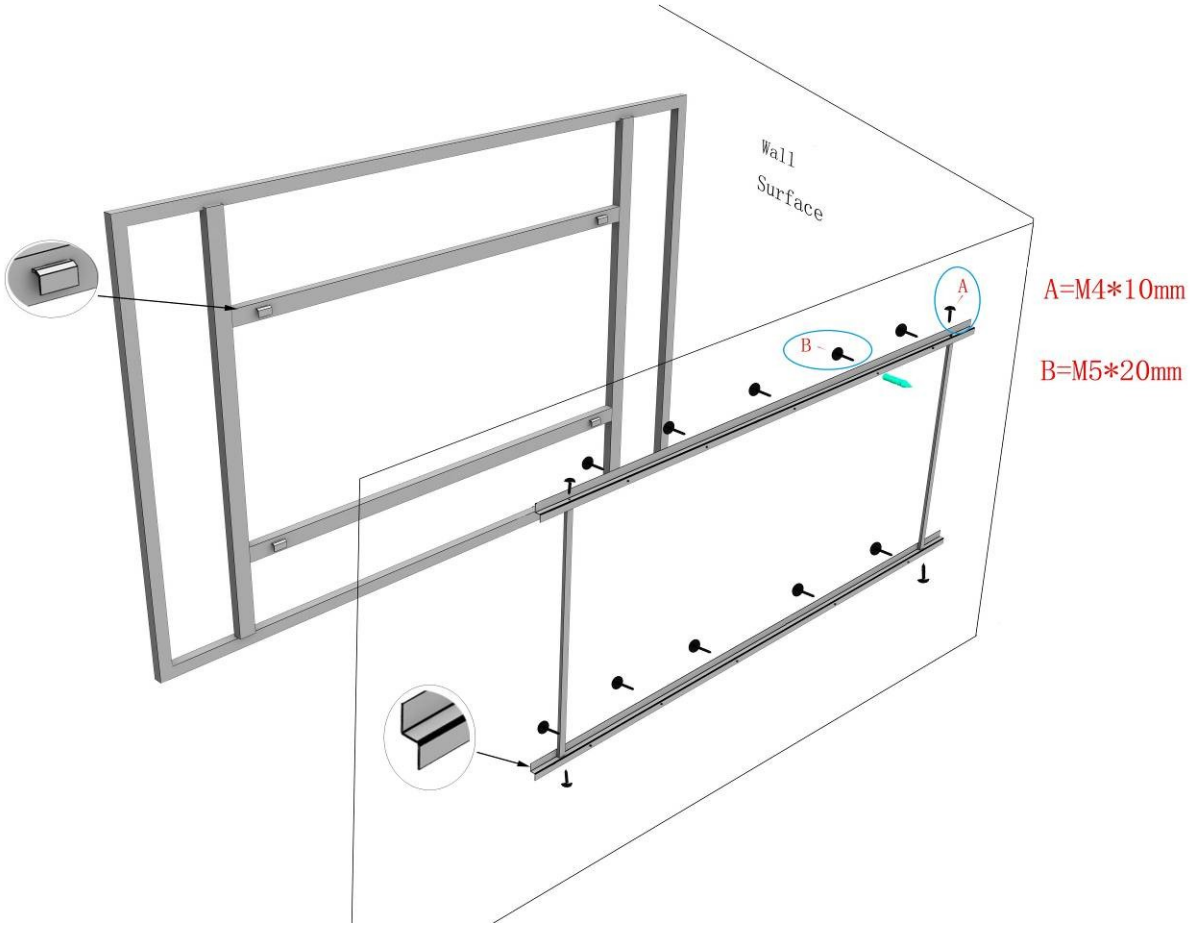
1.2) Optional Accessories

Optional Accessories	
Eraser	
Hotkey Stripe	
USB Wireless Receiver	
Mobile Stand	
Projector Mount	
Electrical Mobile Stand + Projector Mount	
Sound Bar System	

Note: **Please contact your local distributor for more details.**

2) Installation

2.1) Wall Mount Installation



Step 1 *Determine the desired wall mount location.*

Step 2 *Ensure the wall mount is level. Mark the mounting holes on the wall.*

Step 3 *Screw the wall mount into the wall surface. Make sure it is securely mounted and stays level.*

Step 4 *Hang the board onto the wall mount. Make sure the board is securely in place.*

⚠ WARNING

- Follow all installation instructions carefully.
- At least two qualified service technicians are required to install this product. Ensure to handle with care during the installation, avoiding serious injury and/or product damage.
- BEFORE the installation, please make sure both wall material and wall strength are suitable. Otherwise, the board might fall which may cause injury and/or product damage. Please consult your dealer for details.
- Use only the designated wall mount and mounting screws.
- Make sure the wall mount is firmly and securely anchored to a solid structure.
- Make sure the board is fastened firmly and securely to the wall mount before using it.

⚠ CAUTION

- Do not install this product in location where it may be exposed directly to sunlight, near heating equipment, or near air-conditioning vents.
- Do not install this product in strong sunlight or strong lighting location.
- Do not install this product in location where the temperature may change suddenly.

3) Four-Touch Easy Board Software Installation

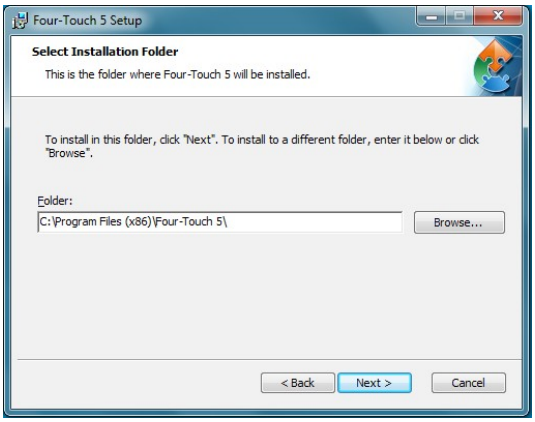
3.1) Windows OS Setup

Four-Touch 5 Setup
Welcome to the Four-Touch 5 Setup Wizard
The Setup Wizard will install Four-Touch 5 on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
< Back
Next >
Cancel

1) To run the Installation Program, double-click the file “Four-Touch 5 Setup”.

2) Click “Next” to continue.

3) Choose destination location and click “Next” to continue.


Four-Touch 5 Setup
Select Installation Folder
This is the folder where Four-Touch 5 will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files (x86)\Four-Touch 5\
Browse...
< Back
Next >
Cancel

4) Click “Finish” to complete the software installation.

4) Four-Touch Easy Board Connection Setup

4.1) USB Model Connection Diagram

- Connect the Four-Touch Easy Board to a PC / laptop using the USB cable provided.

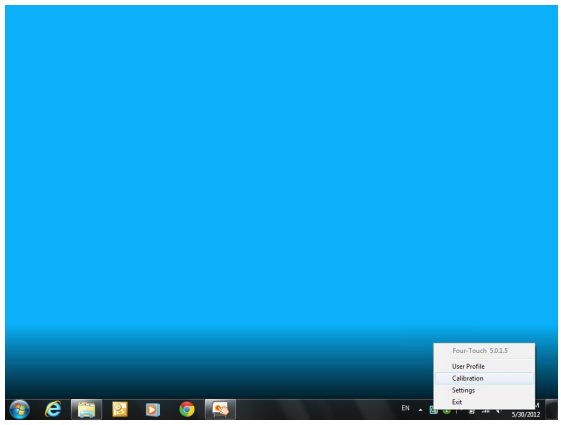
- Connect the PC / laptop to a projector using a VGA cable.

4.2) Wireless Model Connection Diagram

- Connect the Power Adaptor to the Four-Touch Easy Board using the USB cable provided. Insert the plug of the Power Adaptor into the power outlet.
- Connect the Wireless Receiver to a PC / laptop.
- Connect the PC / laptop to a projector using a VGA cable.

5) Configuration

5.1) Configuration Main Menu (WindowsOS)



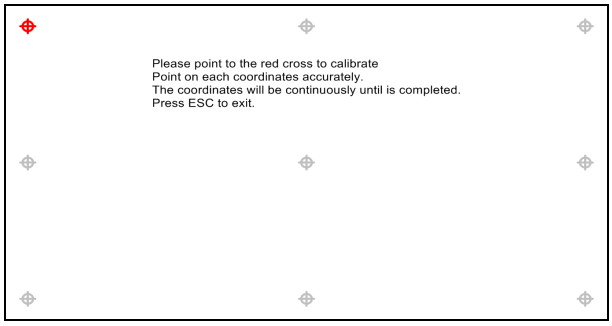
- User Profile
- Calibration
- Settings
- Wireless Settings (Wireless Version only)
- Exit

Note: (a) Double-click the “Four-Touch EasyBoard 5 Driver”.
(b) Right-click the “Four-Touch” icon on the Desktop Toolbar.

5.1.1) Calibration

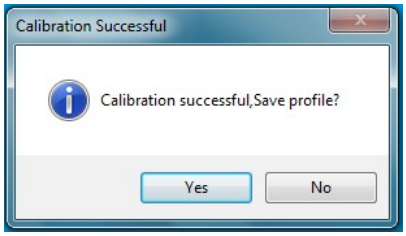
Remarks:	(a) Make sure to calibrate the Four-Touch Easy Board for the first time installation. (b) Re-calibration is required if the projector has been adjusted or relocated.

Step 1


Please point to the red cross to calibrate
Point on each coordinates accurately.
The coordinates will be continuously until is completed.
Press ESC to exit.

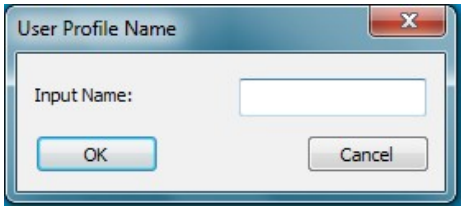
- Open the Configuration Main Menu.
- Select “Calibration”.
- Point the center of the red target using a stylus pen.
- Lift the pen up and move to the next red target.
- Continue until all red targets have been calibrated.

Step 2



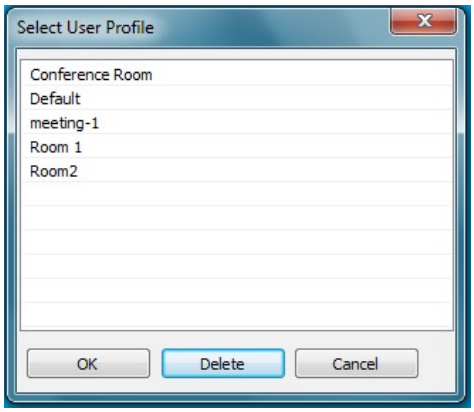
- Click “Yes” to save the calibration setting.

Step 3



- Input a user profile name.
- Click “OK”.

5.1.2) User Profile

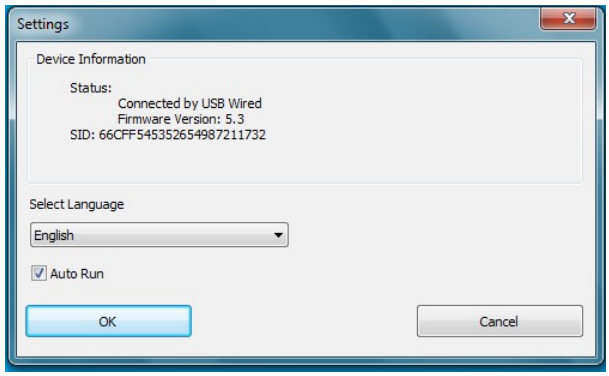


Remarks: (a) Different User Profiles can be created for different locations and/or hardware setup.
(b) Re-calibrate if the projection size is changed or the projector is relocated.

5.1.3) Settings

Device Information

User can check the device information in “Settings” menu.



Select Language

- Select the language from the drop-down menu.
- Click “OK”.

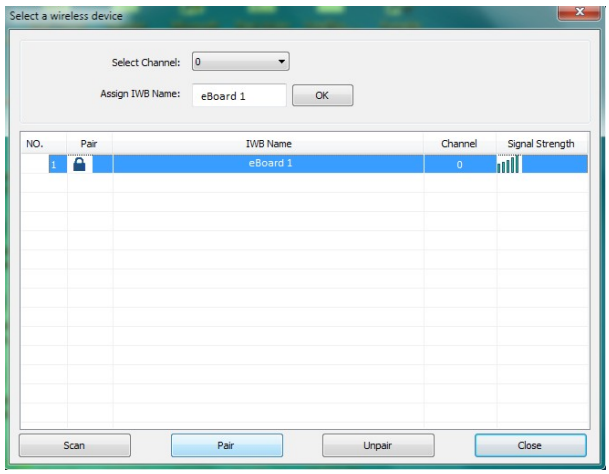
Auto Run

- Click on the “Checkbox” to enable/disable auto run.
- Click “OK”.

5.1.4) Wireless Settings (for Wireless version only)

Scan

- Click “Scan” to search the IWB available.



Pair

- Select the IWB Name and click “Pair” to make pairing for the Receiver and the Easy Board.

Assign IWB Name

- It is recommended to rename the Sensor unit after pairing.

5.1.4) Wireless Settings (continue)

Select Channel

- 30 wireless channels are available for selection.
- Change the channel when the signal is weak.

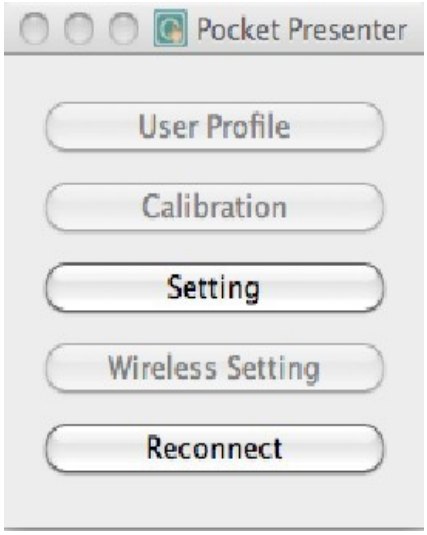
Unpair

- Click “Unpair” to release the channel lock.
- Click “Unpair” and re-do pairing if the Sensor unit or Wireless receiver has been changed.

Remark: IWB = Interactive White Board

5.2) Configuration Main Menu (MAC OS)

- User Profile
- Calibration
- Setting
- Wireless Setting (For wireless users only)
- Reconnect



Note: (a) Double-click “IWB_Driver” icon

to run the driver.

5.2.1) Wireless Setting

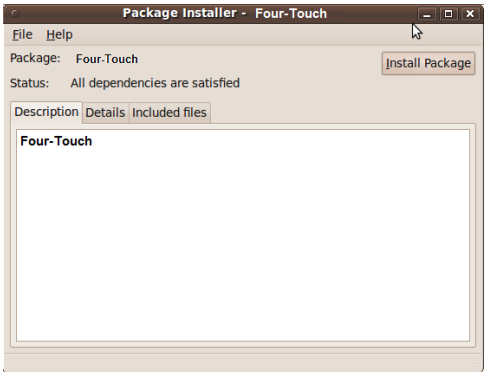
1. Connect USB Wireless Receiver to computer / laptop.
2. Click “Wireless Setting” to search for the device.
3. Select and Pair the device.
4. Click “Reconnect”.

5.3) Configuration Main Menu (Linux OS)

- User Profile
- Calibration
- Setting
- Wireless Setting (For wireless users only)
- Exit

5.3.1) Installation Setup

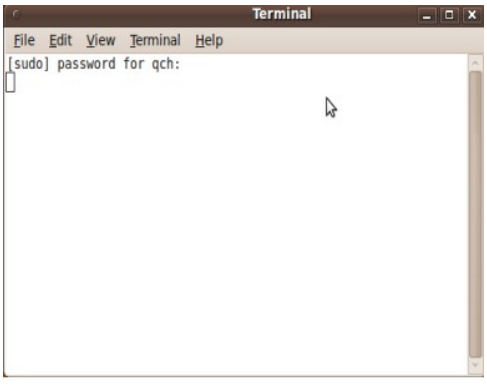
- Double-click “Four-Touch-1.0.deb”” icon to run the Package Installer.



5.3.2) Start Driver

From the Menu:

- Select “Application”.
- Select “Education”.
- Click “Four-Touch”.



Remark: You may need to input the Root Pasword (if required).
Do not close this terminal window.

6) Four-Touch Easy Board Touch Gestures

6.1) Basic Controls

Single-clicking

- To click (select) an item, tap the item using your finger/stylus pen.

Double-clicking

- To double-click an item, quickly tap the item twice using your finger/stylus pen.

Right-clicking

- Using your finger/stylus pen, touch the Easy Board where you want to right-click. Hold it down until a complete circle appears. Lift your finger/stylus pen and then a shortcut menu will appear.

Press & Tap

- Press an item with one finger/stylus pen, and then quickly tap with another finger/stylus pen while still pressing the item with the first finger/stylus pen.

Dragging

- Tap and hold an item using your finger/stylus pen, move it to a new location and then release your finger/stylus pen.

Pan

- Touch and drag the page with your finger/stylus pen.

Zoom In

- Touch two points on an item using your fingers/stylus pens, and then move your fingers/stylus pens away from each other.

Zoom Out

- Touch two points on an item using your fingers/stylus pens, and then move your finger/stylus pens toward each other.

6.2) Special Features

- True Multi-Touch that allows up to four users to write/draw/erase/move objects at the same time.
- Allow two users to zoom in/out objects simultaneously.
- Support Microsoft-Touch Gestures Recognition
- Support handwriting Text Recognition

7) Four-Touch Board Software (Version 5.0)

7.1) Icon Guide

Icon	*Functions*	*Description*
	New Document	Create a new document.
	Open Document	Open a Four-Touch file (*.tbd).
	Save Document	Save a document in Four-Touch file format or other support types (e.g. jpq, bmp, wmf, html, pdf, etc.).
	Undo	Undo changes.
	Redo	Redo changes.
	Cut	Cut the selected object(s).
	Copy	Copy a selected object(s).
	Paste	Paste the copied object(s).
	Delete	Delete the selected object(s).
	Full screen	Switch to full screen mode.
	Lite version	Switch to Lite version mode.
	Play Back	Playback content for the selected page.
	Curtain	Hide / Unhide a portion of the selected page.
	Spotlight	Brightness and size of spotlight can be adjusted by users' preference.
	Select object	Select object / Resize /Rotate.
	Move Page	Move the current page.

Icon	Functions	Description
	Marker	Draw lines and write words.
	Stationery	A Shortcut menu of different writing and drawing tools.
	Input text	Insert a textbox.
	Eraser	Select an eraser (shape and size) to erase objects.
	Video Player	Play video(s) or other support files.
	Screen Capture	Capture the screen and paste it into the Four-Touch Program.
	Camera	Switch on the webcam/document camera.
	Tools	A shortcut menu of different tools.
	Vote	Vote function is available when voting system (Optional) is connected.
	Move Toolbar	Move the Toolbar to the top/bottom.
	Page	A page list shows all the pages created.
	Library	Insert backgrounds and/or images from Library.
	Property	To manage the “Line Property” and “Fill Property” in the file.
	Hyperlink	To manage the hyperlink(s) created in the file.
	Google Search	Search images from Google website.
	Move Property Bar	Move the Property Bar to the left/right.
	Add Page	Add a blank page in the existing document.
	Previous Page	Switch to previous page.
	Next Page	Switch to next page
	clear all	Clear all in the page.

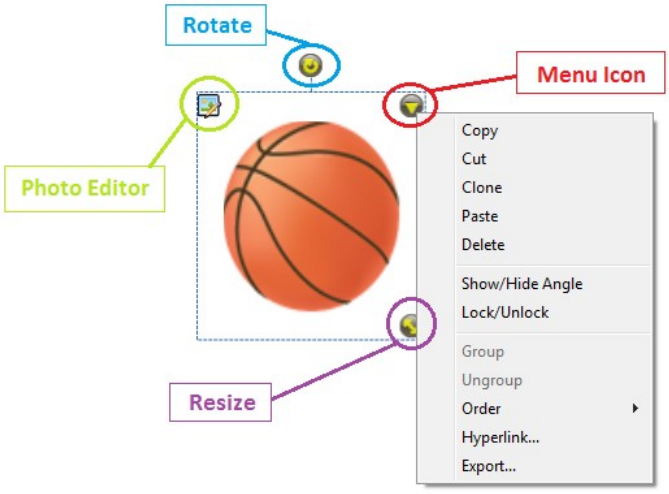
7.2) Full Screen Toolbar

Full screen Toolbar

Icon	Functions	Description
	Minimize	Minimize tool bar.
	Windows Mode	Switch to Windows mode / Four-Touch Program.
	Normal Screen	ESC Full Screen mode.
	Clear All	Clear all items from the current page.
	Transparent	Change the background to transparent.
	Move Page	Move the current page.
	Select	Select object / Resize /Rotate.
	Marker	Draw lines and write words.
	Eraser	Select an eraser (shape and size) to erase objects.
	Screen Capture	Capture the screen and paste it into Four-Touch Program.
	Play Back	Playback content for the selected page.
	Previous Page	Switch to previous page.
	Next page	Switch to next page.

7.3) Edit Object

1. Select an object
2. Click “Menu Icon” to show the dropdown menu.
3. Click “Photo Editor” to edit the photo.



Remarks:

- “Show/Hide Angle” function is only available for drawing Triangle/ Parallelogram/ Trapezoidal.
- Click “Export” to save the selected object to the computer.
- Click “Hyperlink” to create a link to follow the desired location.

7.3.1) Group Objects

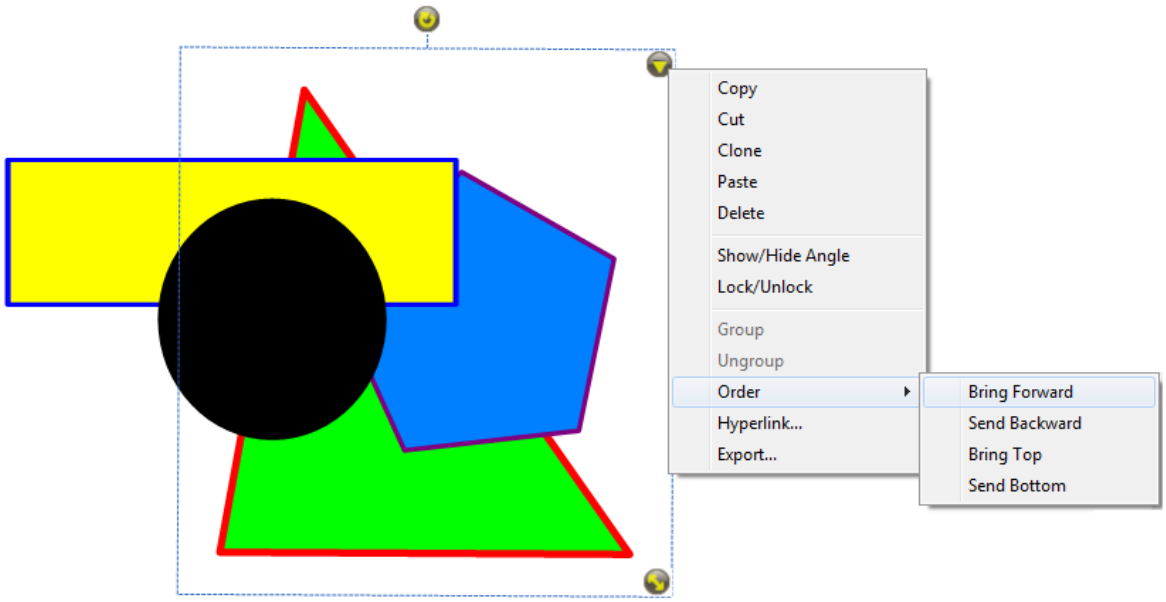
- Select the objects, and then click on the “Menu Icon”.
- Click “Group” to group the selected objects.

7.3.2) Ungroup Objects

- Click on “Menu Icon”.
- Click “Ungroup” to ungroup the selected objects.

7.3.3) Order

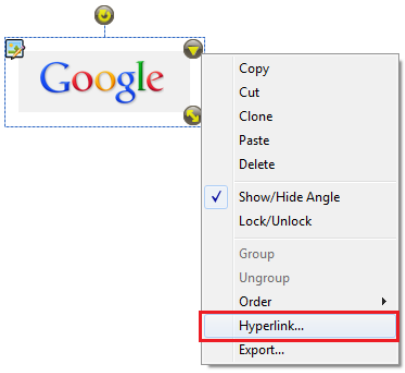
- Select the object and click on “Menu Icon”.
- Click “Order” to change the order of the selected object when overlapping with others.



7.3.4) Hyperlink

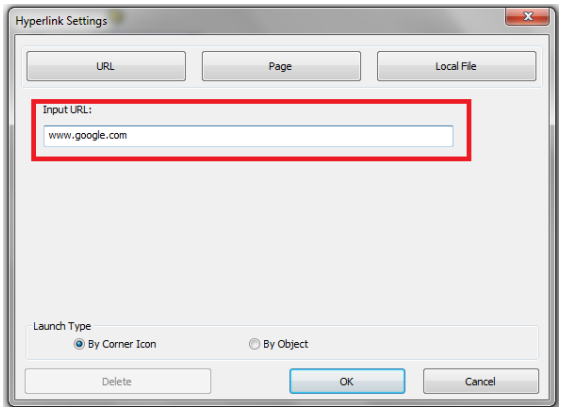
Select the object, and then click “Menu Icon”.

Click “Hyperlink” to create a link.



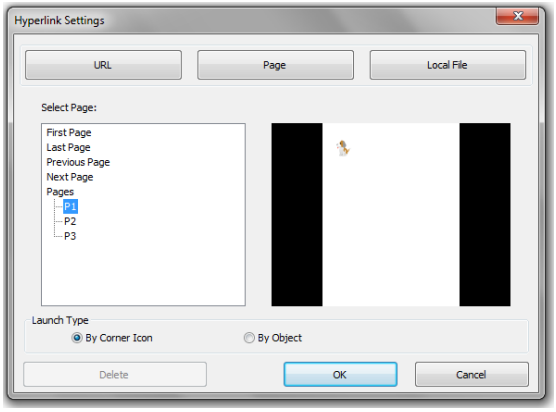
URL

1) Click “URL”.
2) Input the URL.
3) Choose the Launch Type.
4) Click “OK”.



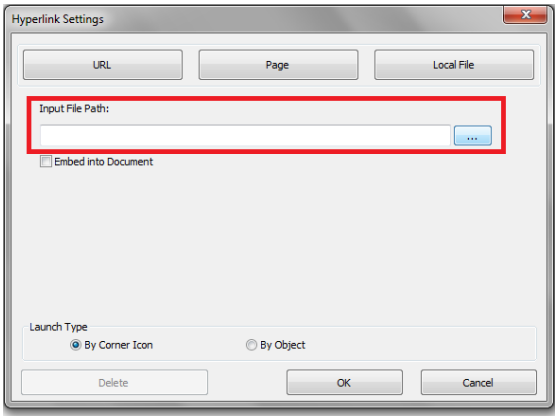
Page

1) Click “Page”.
2) Choose the desired page to follow.
3) Choose the Launch Type.
4) Click “OK”.



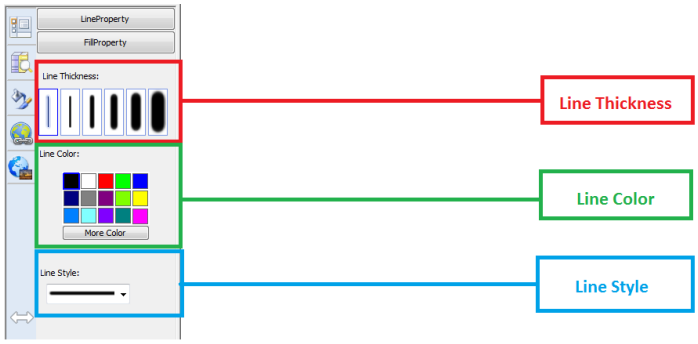
Local File

1) Click “Local Page”
2) Input the File Path / Click the “Browse Button” to choose the file.
3) Choose the Launch Type.
4) Click “OK”.

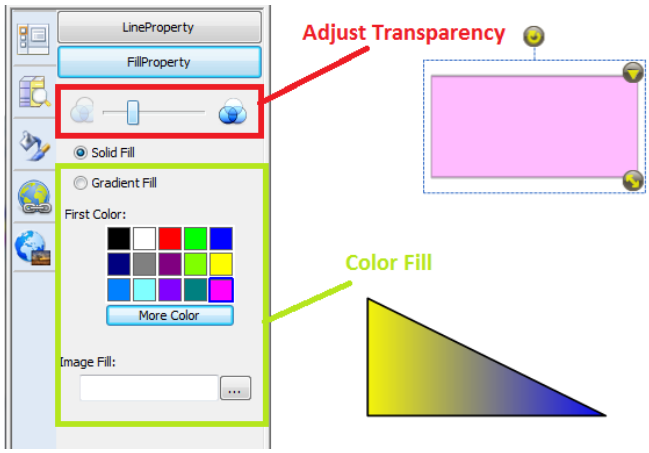


7.3) Property

7.3.1) Line Property



7.3.2) Fill Property

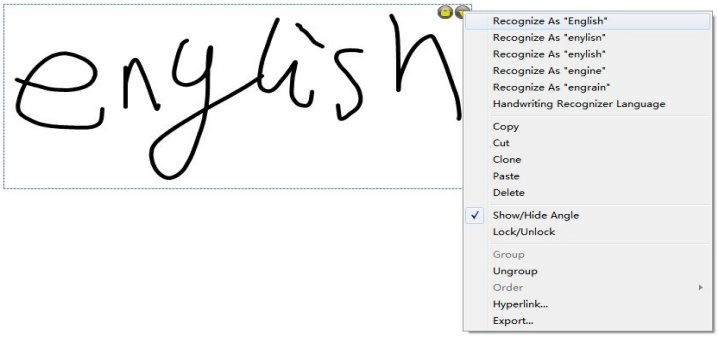


7.4) Google Search

- Click “Google Search” button.
- Search the keyword.
- Double-click / Drag to insert an image.

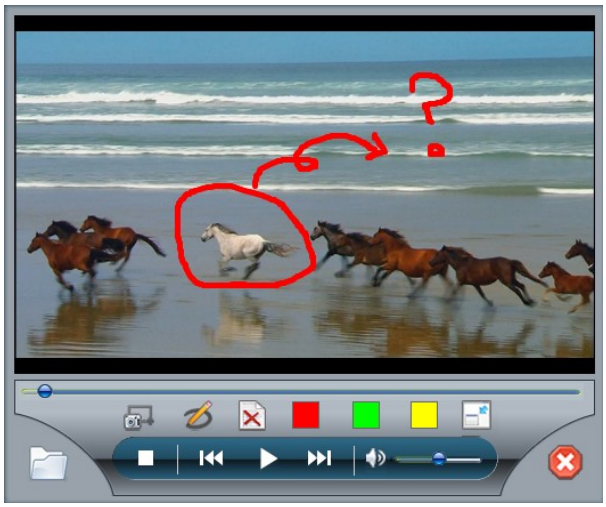
7.5) Handwriting Recognition

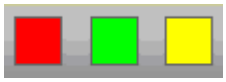
- Write on the Four-Touch Easy Board.
- Select the words to be recognized.
- Click “Menu Icon” and choose the word.



Note:
Make sure Handwriting Recognition (For XP user) or Table PC in Control Panel (For Windows &Vista user) is installed.

7.6) Video Player



- Click to open a video.
- Click to capture the screen.
- Click to write on the video screen.
- Click to clear the writing on the video screen.
- Click  to change the line color.

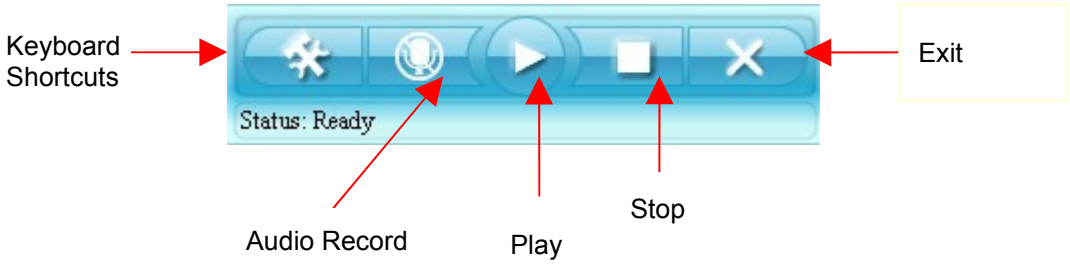
7.7) Screen capture

Rectangular capture

Area capture

Full screen capture

7.8) Screen Record



Rem

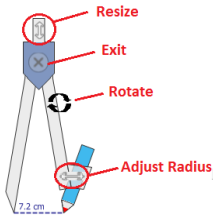
ark: It is required to install a microphone for audio recording.

7.9) Ruler, Compass and Protractor

	Icon	Functions	Description
Ruler		**Setting**	Set the unit and transparency of the ruler.
		Rotation	Rotate the ruler.
		Measure	Adjust the length of ruler.

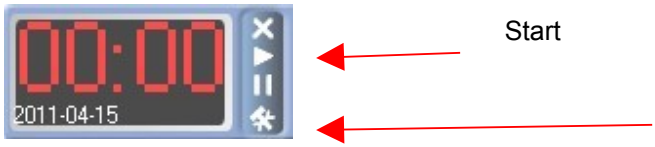
	Icon	Functions	Description
		Zoom in	Change size
		Exit	Exit protractor
		Zoom out	Change size

Protractor		**Rotation**	Rotate protractor
		Angle	Capture the degree of protractor

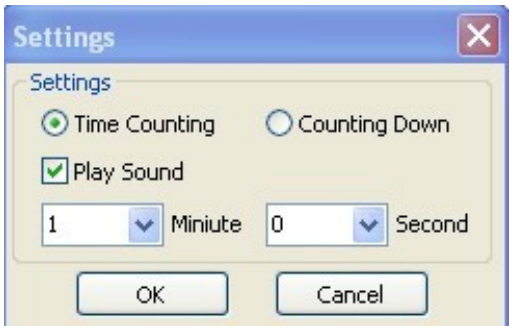
 *Compass*	***Description***
	Change Compass size
	Exit Compass
	Rotate Compass
	Adjust Radius

7.10) Timer

- Select “Settings” to setup the timer.

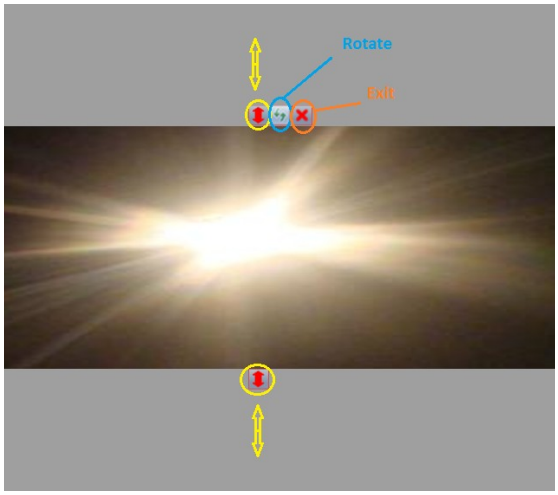


Start



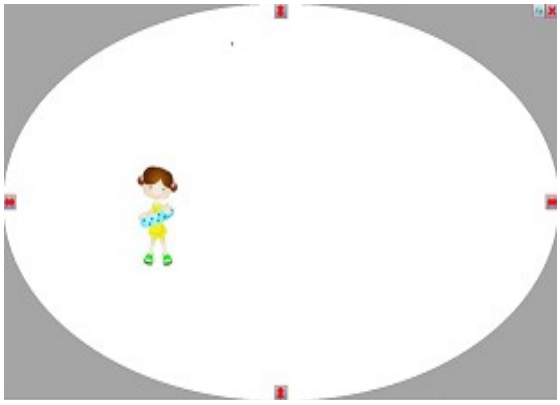
7.11) Curtain

- Drag to move the curtain up / down.
- Click to rotate the curtain.
- Click to exit.



7.12) Spotlight

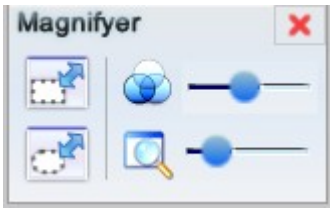
- Drag to change the spotlight size.
- Click to change the spotlight style.



7.13) Enlarge

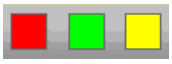
7.13.1) Magnifier

Use the magnifier to enlarge the photo.



Icon	*Functions*	*Description*
	Rectangle Magnifier	Change the magnifier to rectangle
	Ellipse Magnifier	Change the magnifier to ellipse
	Transparency	Adjust the transparency of the background
	Zoom in / Zoom out	Zoom in or zoom out magnifier

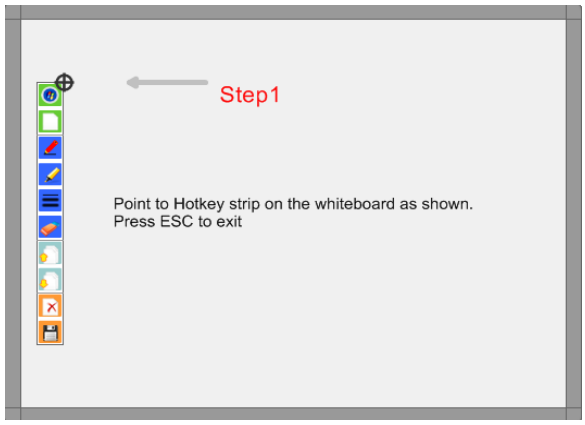
7.14) Camera

- Click to capture the screen.
- Click to write on the video screen.
- Click to clear the writing on the video screen.
- Click  to change the line color.
- Click to zoom in / out.
- Click to adjust the contrast.
- Click to adjust the brightness.

Note: Make sure a camera is connected before use.

7.15) Hotkey Calibration

1) Tap on the top right corner of the hotkey stripe.
2) Tap on the bottom left corner of the hotkey stripe.



Remarks:

- It is suggested to place the Hotkey stripe on the sides of whitEasy Board surface and outside the projection area.
- Hotkey stripe is an optional accessory. Please contact your local dealer for more details.

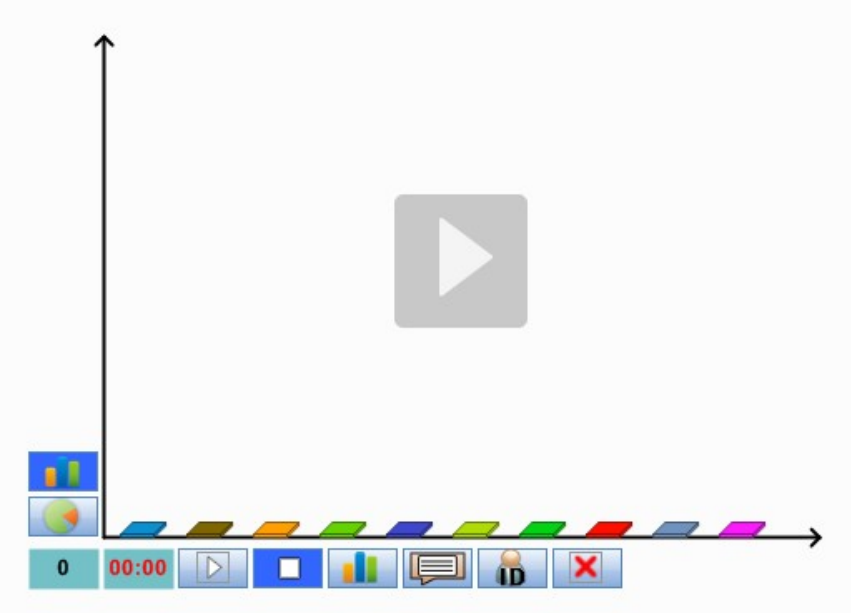
8) Lite Touch Easy Board Software

- Double-click to run the software.
-

Icon	Functions	Description
	Windows Mode	Switch to Windows mode / Lite Touch Board Program.
	Marker	Marker pen.
	Clear All	Clear all items from the current page.
	Thickness	Change Line thickness.
	Eraser	Eraser.
	Color	Choose pen color.
	Transparent	Change the background to transparent.
	Save	Save the file to computer.
	Zoom Out	Zoom out page and objects
	Zoom In	Zoom in page and objects
	Page One	Switch to page one.
	Page Two	Switch to page two.
	Minimize	Minimize the menu.
	Restore	Restore the menu.

9) Easy Quiz voting system

Remark:	A voting system (optional accessory) is required for the voting function. Please contact your local distributor for more details.



Icon	Functions	Description
	Bar Chart	Voting result shown by bar chart
	Pine Chart	Voting result shown by pine chart
0	Number	Number of participants
00:00	Timer	Count-up / Countdown Time
	Begin	Start voting
	Stop	Stop voting
	Live Update	Live update of voting result
	Question Editor	Edit Question(s)
ID	Student ID	Turn on or off Student ID
	Exit	Exit

Notices

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